

PURCHASING NOTES

Issued by the Office of Purchasing, Travel & Fleet Management



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Legislative Session 2019

During the 2019 Legislative session, there were several pieces of legislation passed dealing with procurement. Below is a list of the bills and summary for each one.

- HB 714 extends the existing exemptions for the Mississippi Department of Child Protection Services until June 30, 2020.
- HB 1204 authorizes public bodies to continue to contract if protective orders are not obtained in 90 days.
- SB 2046 exempts certain information technology-related information from public records.
- SB 2625 exempts the Mississippi School of the Arts from PPRB purview.

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Featured Contract: Grounds Maintenance

Commodity: This negotiated State Contract Features Grounds Maintenance Equipment which includes Mowers, Landscape Equipment, Tractors, Golf Carts and Utility Vehicles.

Type of contract: Negotiated contract. This negotiated contract consists of four (4) main categories with a variety of items. State agencies and governing authorities may buy from any of the vendors listed in the product category from this contract. Agencies should contact multiple vendors on the contract and negotiate to get the best price. They may choose to purchase from any other vendor not on contract by following the purchasing procedures set forth in Section 31-7-13 (a), (b), or (c). The price shall not exceed the negotiated contract price. Not all of the contract vendors offer the same products, so it is important to check the vendors first for the specified items. This contract was developed to give the State agencies and governing authorities the best source of selection for their need.

Dates of Contract: March 1, 2019 – February 29, 2020

Vendors on Contract: There are currently twenty-three (23) vendors who offer a variety of products mentioned above. To view a listing of all the contracts and the products being offered visit the following website:

<http://www.dfa.ms.gov/dfa-offices/purchasing-tavel-and-fleet-management/bureau-of-purchasing-and-contracting/negotiated-contracts/g-h-i/grounds-maintenance-equipment-tractors-landscape-maintenance-golf-maintenance-and-golf-carts-and-utility-transport-vehicles/>

Contract Analyst: Christopher Statham

Chrisopher.Statham@dfa.ms.gov





PHIL BRYANT
GOVERNOR

February 6, 2019

Dear Friends:

Please make plans to participate in the 2019 Government Procurement Opportunities Conference and Trade Fair scheduled for May 14-15 at the Jackson Convention Complex.

This biennial event is sponsored by the Mississippi Development Authority and the Mississippi Procurement Technical Assistance Program, which is sponsored partially by federal, state and local government entities. The program helps connect small businesses to government contracting opportunities. This year's event will feature a welcome and networking reception May 14 and seminars, workshops, guest speakers and a trade fair May 15.

The conference is designed to build partnerships between government purchasing offices at the federal, state and local levels, the Department of Defense (DoD), commercial corporations and defense contractors. The 2019 conference will focus on the many subcontracting and procurement opportunities available through DoD and major defense contractors. The May 2017 conference attracted more than 400 business and government representatives and included nearly 80 government and commercial exhibitors. We are anticipating more than 400 participants to join us for this year's event in Jackson.

As we continue to make every effort to stimulate the growth and development of small businesses throughout Mississippi, I would like to encourage you to send a representative from your agency to share information regarding contracting opportunities. A limited number of exhibit booths are being offered to government agencies at no cost.

Invited U.S. government agencies and defense contractors include: Army, Air Force and Navy installations, Small Business Administration, Army Corp of Engineers, Department of Veteran Affairs, Lockheed Martin, Boeing Company, Northrop Grumman, L3 Vertex and NASA. Approximately 60 Mississippi state purchasing offices have been invited to participate as exhibitors. Commercial invitees include Entergy, Chevron, MGM Mirage (Beau Rivage), Mississippi Power Company and Entergy.

For conference registration and further information, please visit the Mississippi PTAC website at www.msipc.com or <https://bit.ly/2Hvo4dh>.

Sincerely,

A handwritten signature in black ink that reads "Phil Bryant".

Phil Bryant
Governor

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MAY 14-15, 2019

Jackson Convention Complex
105 E Pascagoula St, Jackson, MS 39201

Federal, state, local and other agencies will be on site for this event.
For more information, please call **Joycie Lenoir** at 601-359-2904 or
jlenoir@mississippi.org or visit **www.mscpc.com**.

OPTFM COURSES

Upcoming CMPA Class

MAY 21-23, 2019



NEXT CLASS

July 31-Aug 1, 2019

If you are interested in taking the CMPA or Fleet Manager Certification course, please visit the link: <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-marketing-travel-and-card-programs/cmpa-training/> for detailed instructions.

Upcoming Fleet Certification Class

May 14, 2019

CONGRATULATIONS MARCH CMPA CLASS



OPTFM NEWS

CONGRATULATIONS

The Bureau of Marketing, Travel and Card Programs is pleased to announce that Yolanda Thurman is now the Procurement Card Administrator for the State of Mississippi. Any questions or documentation regarding your procurement card should be addressed to her at 601-359-2016 or yolanda.thurman@dfa.ms.gov

Travel Q & A

Q. How many miles must I travel to be reimbursed for lodging and mileage?

A. An employee is not in travel status and shall not receive lodging or meal reimbursement while at his Official Duty Station. Entities determine when an employee is in travel status. There are no regulations set by DFA determining how many miles one must travel to be eligible for meal reimbursement or lodging reimbursement (Page 8 Section N of State Travel Manual)

Q. I am a state employee and I have traveled to a meeting within MS state lines, I did not stay overnight, can I be reimbursed for my breakfast, lunch and/or dinner?

A. Pursuant to the Internal Revenue Service, any reimbursement of meal expenses for travel not including an overnight stay is considered non-deductible compensation and therefore taxable to the traveler. Entities have the discretion to determine if taxable meal reimbursements will be paid. Certain travelers within an agency may be paid taxable meals, while others are not. (Page 35 of State Travel Manual)

All taxable meals are handled through SPAHRS. Prior to the processing of these meals, tax records must be entered into SPAHRS for the traveler. This is very important for travelers who do not receive other payments from SPAHRS, such as Board members. Taxable meals are entered directly on the SPAHRS Travel Voucher screen or are recorded on a time sheet using the TXMEA earnings code for in-state travel and TXOML for out-of-state travel. These payments are reported on the traveler's W-2 as wages (Sub-Section 19.20.30 of MAAPP Manual)

**\$ UMB Rebate Checks \$**

As a benefit of utilizing a procurement and/or a travel card as a part of the State Procurement Card Program, each entity is eligible to receive a rebate based off the entity's spend for that current fiscal year. Rebates began going out mid March and will continue into May.

Please feel free to contact Candice Hay or Yolanda Thurman if you have any questions about your rebate check or any other procurement and/or travel card related issues at 601-359-3409.

PPRB

PPRB Meeting Date

January 9, 2019 9:00 a.m.
February 6, 2019 9:00 a.m.
March 6, 2019 9:00 a.m.
April 3, 2019 9:00 a.m.
May 1, 2019 9:00 a.m.
June 5, 2019 9:00 a.m.
July 10, 2019 9:00 a.m.
August 7, 2019 9:00 a.m.
September 4, 2019 9:00 a.m.
October 2, 2019 9:00 a.m.
November 6, 2019 9:00 a.m.
December 4, 2019 9:00 a.m.

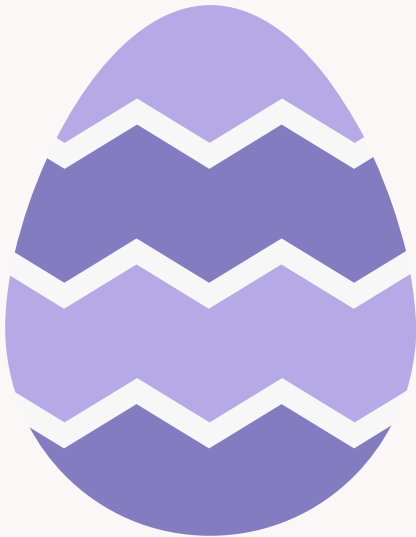
Submission Deadlines

December 5, 2018
January 9, 2019
February 6, 2019
March 6, 2019
April 3, 2019
May 1, 2019
June 5, 2019
July 10, 2019
August 7, 2019
September 4, 2019
October 2, 2019
November 6, 2019
December 4, 2019



The Office of Purchasing, Travel and Fleet Management

April



Ross Campbell, Director, OPTFM
Vernea Weathers

**Michael Cook, Director,
Bureau of Purchasing and Contracting**
Jerlean McCoy
James Brabston
Ashley Harrell
Regina Irvin
Ramona Jones
Christopher Statham
Erin Sandlin

**Steve Tucker, Director,
Bureau of Marketing, Travel and Card
Programs**
Candice Hay
Yolanda Thurman

**Billy Beard, Director,
Bureau of Fleet Management**
Carlos Galloway